



CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

JOB OPPORTUNITY BULLETIN

DATA PROCESSING MANAGER II

FINAL FILING DATE: JULY 13, 2007

LOCATION: SACRAMENTO

SALARY RANGE: \$5,657 - \$7,219

The Department of Financial Institutions (DFI) is accepting applications to fill a Data Processing Manager II (DPM II) vacancy in the Sacramento Office.

DFI received the Sacramento Area Human Resource Association Workplace Excellence Award for 2005 in the category of Small Government Agency/Public Sector, and is considered one of the premier State departments that offer programs and opportunities that focus on and support employees. DFI is located near light rail and offers low cost parking.

DUTIES/RESPONSIBILITIES:

The DPM II will manage the Information Security and Application Integration Services functions. As the Department's Information Security Officer, the incumbent advises the Department's Executive and Senior Management on issues affecting information security, privacy, risk management, and operational recovery. The DPM II will recommend, develop, implement, and oversee/administer the compliance of policies, procedures, and practices consistent with risk management industry standards to identify and assess risk associated with the Department's information security assets; and ensure the Department complies with the State Security and Risk management Policy in the State Administrative Manual, and control agencies' requirements.

The DPM II is accountable for the integrity and authorization of access to information resources (computerized and manual) in the Department; perform risk assessment, management and planning, operational recovery testing and planning, security awareness training; develop a comprehensive Privacy compliance program; participate in teams or work groups where there is a security component; and represent the department at information security meetings, forums, and events.

In addition to serving as the Information Security Officer, the DPM II will serve as project manager over application integration projects, supervising programming staff. The DPM II also prepares, reviews, or oversees the preparation of technical documents, such as Feasibility Study Reports, the annual Operational Recovery Plan, the Agency Information

Management Strategy, Requests for Proposals, Implementation Plans, Post Implementation Evaluation Reports, Special Project Reports, and other reports as required.

The DPM II will also participate in infrastructure (network, server, office automation, etc.) and other technology planning and decision making as it relates to security or application integration. The DPM II recommends and implements cost effective technological solutions to achieve business goals and objectives; monitors, evaluates, and identifies technological vulnerabilities, and creates or reviews plans to address technological migration and/or advancement.

The DPM II is responsible for staff development, performance and evaluation. The ideal candidate has strengths in interpersonal relationships, business and technical writing, project management, facilitation, process improvement, performance metrics, strategic planning, team building, and is customer oriented.

FILING INSTRUCTIONS: Applicants must file/submit a standard State application (STD. Form 678), and a resume. Please indicate your basis for eligibility (i.e., SROA, reemployment, reinstatement, transferability, or rank on an eligibility list) in box #12 of the State application. Applications and resumes must be submitted to the Department of Financial Institutions, 1810 13th Street, Sacramento, CA 95811, Attention: Matthew Velasquez. Only the most qualified candidates will be contacted for a hiring interview. Questions should be directed to Diana Fong, Chief Information Officer, at (916) 322-5963.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California State Government – An Equal Opportunity Employer – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in the public.